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~~SECRET~~DDA 86-1141  
20 June 1986

MEMORANDUM FOR: Director of Central Intelligence

FROM: William F. Donnelly  
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 20 June 1986

1. On 13 June, the DCI Personal Service Award was presented to [redacted] in recognition of [redacted] unselfish and compassionate assistance to a terminally ill Office of Communications (OC) employee and his family.

2. Improvements in the Office of Information Technology's (OIT) message network have enabled OIT to deliver cables at unprecedented rates. For the first time in recent memory, we are keeping up with the workload and delivering cables immediately.

5. On June 20, the Office of Logistics (OL) completed the preparation of room 1A34, Headquarters, to house the Unauthorized Disclosure Analysis Center.

S E C R E T

7. The Office of Training and Education (OTE) has several training activities under way in connection with the Agency's new secretarial program:

- OTE and DO personnel are discussing FY 1987 programs for secretaries and other administrative support personnel outside the local area.
- Invitations have been sent to selected Agency Executive Secretaries for the 14 - 22 July pilot running of the Intelligence Issues Course.
- OTE will meet with representatives from local schools on 24 June to exchange information about secretarial training.

8. A clerical recruitment trip to St. Louis for typists and stenographers resulted in 151 attendees at a two-day presentation. One hundred thirty-five were provided Personal History Statement packets.

✓ 9. OL sent a letter to the General Services Administration (GSA) Administrator requesting his assistance in making space available in

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10. Office of Medical Services (OMS) and OC have designed a basic course for new OC employees and their spouses on stress management. Plans are under way to expand that program to assist all OC employees.

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S E C R E T

13. The status of the renovation project for the Counterterrorist Center located in 6F, 2G, and 6E corridors at the Headquarters Building, is as follows: ✓

(1) Phase I, 6F corridor, was completed on 22 May.

(2) Phase II, 2G corridor, will be completed no later than 27 June. Construction is approximately 85 percent complete.

(c) Phase III, 6E corridor, will be started approximately 7 July, and is scheduled for completion by 28 July.

William F. Donnelly